



PROPERTY CONTROLLER I

EXAM CODE: 5JU38
DEPARTMENT(S): DEPARTMENT OF JUSTICE
EXAM TYPE: OPEN
LOCATION(S): STATEWIDE
BULLETIN RELEASE DATE: July 10th, 2015
FINAL FILING DATE: July 24th, 2015
SALARY INFORMATION: \$2,906 - \$3,706 *
**The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.*
CLASS & SCHEM CODE: 1550 / C080

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.



FINAL FILING DATE

July 24th, 2015

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date. Applications must have an original signature.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.

POSITION DESCRIPTION

Property Controllers I are responsible for the operation of a complete property control system. This class is normally used in departments, institutions, or districts having an approximate minimum of 2,000 property items and an annual total of approximately 300 property acquisitions, transfers, and surveys. Property Controllers I may work independently or supervise a small clerical staff, depending upon the size and complexity of the property accounting function. The larger and more complex property control units are normally assigned to Property Controllers II and Property Inspectors.

Positions exist in Fresno, Los Angeles, Sacramento, San Diego, San Francisco, San Joaquin, and Santa Cruz

MINIMUM QUALIFICATIONS

EITHER I

One year of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the Office Assistant II level is not considered qualifying.)

OR II

Two years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.

DEFINITION OF TERMS

“property and equipment...” means items having a useful life in excess of one year and requiring records of accountability. (Examples: computers, calculators, vehicles, scientific equipment, printers, cell phones, laptops and evidence.)

“expendable store keeping items” means items having a useful life of less than one year and which are usually consumed in the course of business. (Examples: Office supplies, machine parts, foods, clothing and chemicals.)

EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

Practical Exercise Performance Test – Weighted 100%

Competitors will be required to complete a job-related practical exercise that simulates tasks performed on the job. The exam will be scored by a testing expert, based on the number of correct responses.



TEST DATE

It is anticipated that the test will be conducted the week of August 31st, 2015. Testing locations will be determined based on the applicant pool.

KNOWLEDGE, SKILLS, & ABILITIES

The **Practical Exam Performance Test** will measure the following:

KNOWLEDGE OF

1. Inspection methods used for property audits to accurately conduct inventory and account for all items.
2. Conduct audits of property and inventory to ensure compliance with procedures and policies.
3. Accurately track and inventory property in various locations.
4. Methods and practices used in recording inventory and/or discrepancies to comply with department policies.
5. The procedures used in receiving, documenting, maintaining, disposing, and issuing property to maintain compliance with bureau policies, procedures, and the State Administrative Manual (SAM).

ABILITY TO

1. Read and interpret technical documents such as manuals, rules, regulations, and policies to learn new information or ensure compliance.
2. Maintain attention to detail during auditing, inventorying, evidence handling, and record keeping activities.
3. Make numerical calculations (e.g. addition, subtraction, multiplication, and division) to ensure accurate accounts of property.
4. Understand instructions both in written and verbal forms to complete assignments.
5. Evaluate circumstances and facts in an accurate manner to determine appropriate solutions.
6. Accurately count, track, and compare information to complete inventory, identify discrepancies, and maintain storage areas.
7. Computer Knowledge
8. Equipment database systems to enter data, locate, track, and store inventory of equipment and vehicles.
9. Document distributed, received, and disposed property using inventory records and databases.
10. Organize records and multiple forms for ease of access when retrieving cases and files.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

ADDITIONAL EXAMINATIONS

BACKGROUND INFORMATION:

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS' PREFERENCES

Veteran's preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.



CAREER CREDITS

Career credits **do not** apply for this examination.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: PROPERTY CONTROLLER I EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: PROPERTY CONTROLLER I EXAMINATION
1300 "I" STREET, FIRST FLOOR LOBBY
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER:	916-324-5039
FAX NUMBER:	916-445-1218
EMAIL ADDRESS:	TSU@DOJ.CA.GOV



State of California, Department of Justice ~ Examination Bulletin

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and work cooperatively with others; and a state of health consistent with the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-324-5039

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
PROPERTY CONTROLLER I
DEPARTMENTAL OPEN -
STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631

IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

___ (05)	Anywhere in the State	___ (3400)	Sacramento
___ (0100)	Alameda	___ (3700)	San Diego
___ (0400)	Butte	___ (3800)	San Francisco
___ (0700)	Contra Costa	___ (3900)	San Joaquin
___ (1200)	Humboldt	___ (4200)	Santa Barbara
___ (1000)	Fresno	___ (4400)	Santa Cruz
___ (1900)	Los Angeles	___ (4500)	Shasta
___ (2700)	Monterey	___ (4900)	Sonoma
___ (3000)	Orange	___ (5000)	Stanislaus
___ (3300)	Riverside		

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

___ (D) Permanent - full time only.
___ (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
___ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814